



## About us

If you are looking to recruit office support professionals for your business, we are here to help

We have specialised in the recruitment of permanent, temporary and contract office support staff in London since 1988 and we have a wealth of experience across a wide range of industries.

As an independent agency, we pride ourselves on personal service and the quality of our candidates. We recruit for a whole range of roles from PA/Secretarial, Reception and Administration through to Marketing, HR and Facilities.

When you're looking for staff, you need to know that the recruitment agency you're using has just the right experience to help you. We have a unique focus on building long-term partnerships founded on integrity and excellent service.

Our dedicated team of highly experienced consultants can provide you with a fast, cost-effective and flexible recruitment package.

We are centrally located in Hanover Square, London W1, close to Oxford Circus Underground and most of our clients are based across the West End and the City.

We are members of the Recruitment & Employment Confederation and adhere to its Code of Professional Practice.

## What we do



We provide all permanent, temporary and contract office support professionals to clients in London including:

- PA (from Chairperson's PA to department PA)
- Executive Assistant
- Secretary (all levels)
- Receptionist
- Switchboard Operator
- Office Manager
- Administrator – (from general to specialist roles)
- Bilingual Support Staff
- Postroom Assistant
- Filing Clerk
- Office Junior
- Project Manager
- Fundraising Manager, Officer
- Facilities Manager, Assistant
- HR Manager, Assistant
- Helpdesk Coordinator
- Hospitality Assistant
- Property Manager, Administrator
- Marketing Manager, Assistant
- PR/Events Manager, Assistant
- Production/Graphics Specialist
- Researcher
- Runner
- Sales/New Business Development Executive
- Accounts Assistant/Book keeper

In fact there's not much we can't help with and we're happy to find staff for more unusual one-off positions if you need them.

## Who we work with



We enjoy working with a large and diverse client base covering a variety of industry sectors. These include:

- Management Consultancy
- Property
- Law
- Investment
- Hedge Funds
- Retail
- Fashion
- Licensing
- Publishing
- Marketing and Design
- New Media
- Government Commissions
- Charities/Not for Profit
- Institutes and Membership Organisations
- Hospitals and Healthcare
- Managed Services
- Energy
- Pharmaceuticals
- Galleries and Museums
- Architecture
- Consulting Engineers
- Regeneration Projects/New Business Districts
- IT
- Commodity Trading
- Intellectual Property
- Entertainment

## Why you should choose us



We get to know you, we get to know your business and we expect the high standards from our own staff that we look for in your potential placements.

All our staff undertake a comprehensive in-house training programme and we have a very low staff turnover. This means we can offer you a well trained, cohesive team of consultants who help you get the right candidate every time.

Many of our candidates and clients come to us through recommendation and we also hold a large database of people across all disciplines who we have interviewed and tested. This helps us provide candidates who have the skills and ability to do your job and who fit with your culture.

We understand that consistency is everything so our permanent and temporary divisions work closely together to provide you with the best service each time, whether we are finding you candidates for a new role or sending you your regular temp whenever we can.

And last but not least, we focus on a quick response, honesty and teamwork – very much what you would expect from your own staff.

Contact us today if you are looking to recruit support professionals for your business:

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